



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 58th Transportation Battalion**  
3rd Chemical Brigade  
451 Colorado Avenue, Unit 8  
**FORT LEONARD WOOD, MISSOURI 65473**

ATSN-CBC

14 July 2005

**MEMORANDUM FOR Personnel Concerned**

**SUBJECT: Policy Letter #3, Equal Opportunity Complaint Procedures**

**1. References:**

- a. FLW Affirmative Action Plan, 20 March 1995.
- b. FLW Equal Opportunity Complaint Procedures, 04 March 1995.
- c. 3<sup>rd</sup> Chemical Brigade Policy Memorandum #4-99, Equal Opportunity dated 09 July 1999.
- d. 58th Transportation Battalion Policy Letter #2, Equal Opportunity Affirmative Action Plan, 15 July 2004.

2. The purpose of this letter is to provide guidelines for filing complaints involving discriminatory practices. Soldiers and their family members will be given full opportunity to develop professionally and personally, free from prejudice and discrimination. I want to ensure that we have a command climate that encourages everyone to freely identify and report injustices and discrimination of any form, without fear of reprisal or the threat of intimidation.

**3. Procedures:**

a. Initially, complaints of alleged discrimination based on race, national origin, religion, age, or gender, taking place in work areas, housing, or public facilities should be reported to the immediate supervisor. If personnel find it difficult to address complaints to their superiors, they may be addressed directly to unit Equal Opportunity representatives, the Brigade Equal Opportunity Advisor, or to the commander with authority to resolve them; to the IG, Provost Marshal, Housing Referral, Post Equal Opportunity, or any other pertinent staff office. Such staff office will then keep the commander informed and refer the individual to the authority able to resolve the complaint.

b. Complaints of discrimination against the immediate chain of command should be addressed to the next authority in the chain.

c. Commanders and supervisors receiving such complaints will take immediate steps to resolve it. Immediate is considered to be within three working days of the receipt of the

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complaint. If the complaint cannot be resolved within that time, the person handling the action will inform the complainant of action being taken.

d. Commanders and supervisors who receive complaints may seek assistance from the Battalion Equal Opportunity Officer and/or NCO, or the Brigade Equal Opportunity Advisor. If complaints are escalated above or require resolution outside of the battalion, the battalion commander will be notified immediately.

e. Commanders must ensure that all equal opportunity complaints are handled in accordance with AR 600-20 complaint procedures, and that a plan is implemented to protect the complainant, any named witnesses, and the alleged perpetrator from acts of reprisal.

f. Civilian employees may also file a complaint following the procedures outlined in CPR 690-25 or on FLW Poster 690-1, which is posted on employee bulletin boards, or address the complaint to EEO, DPCA, Bldg 315, phone #596-0602.

4. This policy letter supersedes Policy Letter #3, dated 17 July 2003.

Robert T. Hixon  
LTC, TC  
Commanding